



Out on the Shelf

**Annual General
Meeting and
Annual Report**

2021

Fiscal Year dated January 1st 2020 - December 31st 2020

Prepared by Out on the Shelf Board of Directors

Cover art "Progress Pride Flag" by Daniel Quasar

Table of Contents

Agenda for the 2021 Annual General Meeting	3
Land Acknowledgement	5
Explanation of Voting Privileges	6
Minutes of the 2020 Annual General Meeting	7
Board of Directors Report	12
Committee and Service Reports	
Volunteer Committee	14
Pride Committee	15
Library Committee	16
Fundraising Committee	17
Programming Committee	20
Marketing and Communications Committee	21
Financial Statement	
Profit and Loss	22
Treasurer's Comments	23
Board of Directors Membership	
Retiring Directors	24
Directors Who Have Served During the 2020 Fiscal Year	24
Directors Who Retired During the 2020 Fiscal Year	24
Directors Who Are Now Retiring	24
State of Nominees Seeking Election to the Board of Directors	25
Record of 2020 Meetings and Summary of Motions	26
Thank you!	31
Appendix	32



Agenda for the 2021 Annual General Meeting

Twelfth Annual General Meeting - Out on the Shelf Inc.

June 9th, 6:00 - 7:00 PM

Online Zoom Meeting

1. Welcome and Introductions

2. Explanation of Voting Privileges

3. Review of Agenda

- a. Motion to Approve the Agenda for the 2021 AGM

4. Minutes of Previous Year's Annual General Meeting

- a. Motion to Accept Minutes of the 2020 AGM (previously and herein referred to as 2020 AGM)

5. Presentation of Annual and Financial Reports

- a. Board Report
- b. Committee & Service Reports
- c. Motion to Accept Annual Report
- d. Financial Report
- e. Motion to Accept Financial Report

6. Election of Directors

- a. Slate of Candidates
 - i. Directors seeking re-election:
 - 1. Barry Moore as Chair of the Board of Directors
 - 2. Meg Wilson as Vice-Chair & Secretary of the Board of Directors
 - 3. Graham Lockheart as Treasurer
 - 4. Yoonhee Lee as Volunteer Chair
 - 5. Lauren Barclay as Library Chair
 - 6. Melissa Brunner as Programming Chair
 - 7. Robin Reulens as Guelph Pride Chair
 - 8. Bella Harris as Guelph Pride Co-Chair
 - 9. Em Bryan as Guelph Pride Co-Chair

- b. Motion to Elect Slate of Directors



7. Motion to Accept the Actions of the Board

- a. May I have a motion that all acts, contracts, proceedings, appointments, election and payment enacted, made, done and taken by the Directors and Officers of the Corporation as the same or set out or referred to in the minutes of the Board of Directors be approved, sanctioned and confirmed?

8. Appointment of Auditor

- a. It is not feasible for Out on the Shelf to hire a formal auditor to review our books. We, the Board of Directors, seek approval to have our 2020 books reviewed by a third party reviewer in lieu of a formal audit.
 - i. Motion to empower the Board of Directors to seek a third party reviewer in lieu of a formal audit of the 2020 books.
- b. We, the Board of Directors, would like to begin providing the most current financial review to the membership at the AGM. In order to do this, we will need approval in advance to have our 2021 books reviewed by a third party reviewer in lieu of a formal audit (as a formal audit is still not financially feasible for Out on the Shelf at this time). However, we will be filing as a soliciting organization in 2021, and will therefore require a certified accountant to conduct the review.
 - i. Motion to empower the Board of Directors to seek a third party reviewer who is a certified accountant in lieu of a formal audit of the 2021 books.

8. Thanks to the Community

9. Adjournment

Land Acknowledgement

“A territorial acknowledgement, as they have evolved, is sort of a political statement encouraging primarily non-Indigenous people to recognize that they're on Indigenous land and hopefully do something about it” - Hayden King

We recognize that “where we [typically] hear the acknowledgement is in relatively privileged spaces” (King) and are working to challenge the people in those spaces to do their own work. Our audiences are expected to know whose traditional land they are occupying, how that land was stolen through centuries of genocide and systemic racism, and the privilege they carry as settlers to continue to inhabit the land as if it was their own. We intend to make clear that audiences need to educate themselves and incorporate reconciliation into their daily practices: on whose Nation do you reside? What treaty governs the land you occupy? What are local Nations doing to resist colonial forces and how can you help? How are you furthering their marginalisation every day? How do you benefit from their displacement?

Having said that, we do still think it important for Out on the Shelf to acknowledge the land on which our organization operates. Out on the Shelf respectfully acknowledges the ancestral homelands of the Anishinaabek, Haudenosaunee, and Métis People, and recognizes we take up space on Treaty 3: Between the Lakes Purchase territory, the traditional territory of Mississaugas of the Credit First Nation.

Out on the Shelf accepts responsibility for the Truth and Reconciliation Commission's Calls to Action. We continue to strengthen our relationships with the Original Peoples of Turtle Island as we move forward together in search for collective truth and healing.

Less than two weeks ago, on May 28, the Tk'emlups te Secwepemc First Nation announced that the remains of 215 children were discovered in a mass grave at Kamloops Indian Residential School in Kamloops, British Columbia. The school operated for over 85 years and is still standing to this day.

Kamloops was one of 139 residential schools operating in Canada, and there are countless more children murdered by this system still unaccounted for. The Indigenous peoples of Canada still feel the impact of this system and, as the last residential school closed less than 30 years ago in 1996, there are still survivors today who struggle because of their first hand experience with it.

This is not just a “dark chapter” in Canada’s past or a history we have moved on from: it is our present reality, and until true action is taken it will continue to be our future.

We ask that you join us in observing a moment of silence in for the 215 children discovered at Kamloops, all of the victims of the residential school system who have still not been found, and the survivors of the system still alive to this day. We also encourage those of us who live on this land as colonizers to take this moment to reflect on the impact of our presence here and what actions we can be taking to do better and do more for the Original Peoples of Turtle Island.

Explanation of Voting Privileges

- Current members who are above the age of 18 are eligible to vote.
- For a motion to pass 50% +1 of those present need to vote in favour.
- The motion to elect the Board requires a two-thirds majority to pass.
- In-person votes would be conducted by a show of hands unless a secret ballot is requested. Due to our online format, votes will now be conducted via the Zoom meeting polling feature.



Minutes of the 2020 Annual General Meeting

Eleventh Annual General Meeting - Out On The Shelf Inc.

June 24th 2020, 7:00 – 8:00 PM

Hosted online via Zoom

Present Voting Members: Caitlin Harding, Graham Lockhart, Megan Wilson, Yoonhee Lee, Odesia Howlett, Barry Moore, Dana Morrand, Peter Bishop, Robin Ruelens, Hillary Gentle, Emma Kelly, Omorowa Eguakun, Eliza Horning, Michelle Gram, Tanith and Phil, Kyle,

1. Welcome and Introductions – 7:05 P.M.

- Caitlin welcomed the membership
 - Land Acknowledgement by Caitlin
 - Membership rights explained by Caitlin

2. Explanation of Voting Privileges

- Voting privileges on Zoom explained by Caitlin

3. Review of Agenda

- a. Motion to Approve Agenda for the 2020 AGM

Moved: Dana Morrand Seconded: Barry Moore

All in favour; motion carries

4. Minutes of Previous Year's Annual General Meeting

- a. Motion to Accept Minutes of the 2019 AGM (previously and herein referred to as 2019 AGM)

Moved: Dana Morrand Seconded: Peter Bishop

All in favour; motion carries



5. Presentation of Annual and Financial Reports

a. Board Report

- OOTS has been able to run weekend programming and now have access to storage
- 10Carden is an amazing partner
- The library has a wide range of materials and is evolving to meet needs
- Fierce has been a great partnership
- Pulled together a last-minute virtual pride due to COVID
- The University of Guelph's Community Engaged Scholarship Institute provided us with a report which took in feedback from all levels of OOTS, and will be used to improve our services
- Caitln is passing the reins to Barry, stepping to Fundraising Chair

b. Committee & Service Reports

i. Library

- Read by Dana Morrard
- Summer 2019 saw a decrease of volunteers; volunteers who did stay were dedicated
- Launched a new self-checkout for when staff aren't present
- Focus on adding recently published books by trans & BIPOC to the collection
- Accessibility and space concerns are being addressed

ii. Volunteer

- Read by Yoonhee Lee
- Chart showing volunteer retention among the Board of Directors
- All volunteers took Anti-O training

iii. Pride

- Read by Odesia Howlett
- Working on full accessibility for events (including physical, queer/trans poc focus, all ages, accessibility by transit, dry (alcohol free), no charge, unisex washrooms available)
- Winter 2019 Pride report includes quotes, events, and hosts
- Hosted summer festival Queeries; broke even



iv. Fundraising

- Read by Caitlin Harding
- No fundraising chair for 2019, Graham and Cait took the reins
- We hosted a Comedy Open Mics in Jan and Oct
- We received a Guelph Wellbeing Grant
- Successful partnerships with Merit Badge donuts, Wellington Brewery, OVC
- Planning to revamp 100 Queers Who Care project
- LGBT Community Capacity Fund (pending) would provide training for volunteers

v. Programming

- Read by Caitlin Harding
- OOTS offers a full slate of weekly programming
- 2019 saw a focus on new events like the fall clothing swap, monthly open houses, comedy open mics, holiday events
- CESI report showed that OOTS programs have a welcoming and inclusive atmosphere, however programming not on Mondays, and increasing access for seniors is an area of improvement
- Programs have carried on with online meetings; unsure when in-person programs can happen
- The Programming Chair position remains vacant

vi. Marketing

- Read by Caitlin Harding
- Not having a Marketing Chair meant delayed response times, irregular posts and website updates
- Very thankful for Tati, who stepped up and did posting on socials
- Invested in a sandwich board sign, as well as buttons and pins
- Introduced Slack, to encourage communication across committees
- Looking into doing a podcast

c. Motion to Accept Annual Report

Moved: Odesia Howlett Seconded: Michelle Gram **All in favour; motion carries**



d. Financial Report

- Read by Graham Lockhart
- Revenues were high due to ticket sales for Queeries
- Still running at a deficit; improvement (decrease) from last year

e. Motion to Accept the Financial Report

Moved: Odesia Seconded: Graham **All in favour; motion carries**

5. Election of Directors

a. Slate of Candidates

i. Directors seeking re-election

- Barry Moore as Chair
Moved: Odesia Seconded: Michelle
- Megan Wilson as Vice-Chair
Moved: Dana Seconded: Barry
- Graham Lockhart as Treasurer
Moved: Barry Seconded: Odesia
- Caitlin Harding as Fundraising Chair
Moved: Graham Seconded: Megan
- Odesia Howlett as Marketing Chair
Moved: Odesia Seconded: Barry
- Yoonhee Lee as Volunteer Chair
Moved: Graham Seconded: Michelle

Moved: Graham Lockhart Seconded: Dana Morrand **All in favour; Motion approved**

ii. Nominations from the floor

- Robin Ruelens as Guelph Pride Chair
Moved: Odesia Seconded: Barry
- Peter Bishop as Library Chair
Moved: Graham Seconded: Yoonhee

b. Motion to Elect slate of Directors

Moved: Dana Morrand Seconded: Barry Moore; All in favour



7. Motion to Accept the Actions of the Board

- a. May I have a motion that all acts, contracts, proceedings, appointments, election and payments enacted, made, done and taken by the Directors and Officers of the Corporation as the same or set out or referred to in the minutes of the Board of Directors be approved, sanctioned and confirmed?

Moved: Michelle Gram Seconded: Graham Lockhart; **All in favour**

8. Appointment of Auditor

- a. It is not financially feasible for Out On The Shelf to hire a formal auditor to review our books. We, the Board of Directors, seek approval to have our 2019 books reviewed by a third party reviewer in lieu of a formal audit.

- a. Motion to empower the Board of Directors to seek a third party reviewer in lieu of formal audit of 2019 books

Moved: Dana Morrand Seconded: Odesia Howlett; **All in favour**

9. We, the Board of Directors, would like to begin providing the most current financial review to the membership at the AGM. In order to do this, we will need approval in advance to have our 2019 books reviewed by a third party reviewer in lieu of a formal audit (as a formal audit is still not financially feasible for Out On The Shelf at this time). However, we will be filing as a soliciting organization in 2017, and will therefore require a certified accountant to conduct the review.

- i. Motion to empower the Board of Directors to seek a third party reviewer *who is a certified accountant* in lieu of a formal audit of 2017 books.

10. Thanks to Community

11. Adjournment

- i. Motion to Adjourn the 2020 AGM

Moved: Barry Moore Seconded: Michelle Gram; **All in favour**

Board of Director's Report

It goes without saying that 2020 was an incredibly challenging year, both for small organizations like Out on the Shelf (OOTS), and the people who make up our board, volunteers, and the community we serve. The board wants to acknowledge the amazing ongoing work OOTS' volunteers have done and are continuing to do through a time where we are all struggling. We also want to thank all of those who continued to volunteer as long as they could but needed to step down, and express how much we appreciate that we all need to do what is best for us to get through everything going on right now.

2020 became a year of rebuilding for our organization. Since OOTS has always operated as a physical space for the community and our programs, the majority of our operations were put on hold at the beginning of the pandemic. Then, when it became clear that our physical space would be staying closed for an extended period of time, we began working to find alternative ways to run our programs and continue serving our community.

Thanks to the amazing work of our board and volunteers, we have managed to get the majority of our programs running again over Zoom. In some cases this meant finding new facilitators, and in some cases our volunteers needed to significantly adapt our programs to operate in a virtual space. We have also been in the process of introducing a new book club program, which will also be offered entirely online when it starts, and developing a community needs assessment project to help us better inform our programming going forward.

With the shift to so much work being done online, we have also been taking this time to truly focus on reorganizing: from our social media, to our website, to our internal records and documents, we have and will continue to work to ensure that our messaging and communications are clearer and more accessible. We want our volunteers, members, and the community to have a better understanding of the work we do, why we do it, and how we do it.

Guelph Pride has continued to operate entirely online in light of the pandemic and quarantining restrictions and guidelines. The Guelph Pride committee has approached this challenge with incredible creativity and teamwork, allowing them to organize some of the most interesting, innovative, and exciting events Guelph Pride has ever held. Thank you to the Guelph Pride committee for their amazing work, dedication, and above all else their creativity.

Accessibility and collaboration have been core values the board has been focused on in this past year. In 2020 it became clear to us that there were severe gaps in accessibility within OOTS - both in our programming and volunteer positions at all levels. We are having ongoing conversations and forming partnerships with other organizations in order to address this gap. This January we saw our first ever Guelph Pride events to have ASL interpreters present, and more than ever this board has worked to ensure that each member is more involved in each other's work. There is still much work to be done, and we continue to have these conversations and explore new options for increased collaboration and accessibility every day.

What I have described here is really just the tip of the iceberg in terms of what work has been going on at OOTS this past year. The pandemic has presented challenges none of us could have anticipated, and often board members have expressed concern or anxiety that they aren't doing enough. I can honestly and sincerely say that nothing could be further from the truth, and I have been so impressed with and grateful for all of the amazing work this board has done.

I started this role last June, during a time when we were so uncertain about what we were going to do to deliver our services and programming going forward. I am so grateful to this team for their dedication, patience, hard work, and honesty, and I hope that what I've said here adequately emphasizes just how incredible you all are.

On behalf of the board, thank you so much to our membership for their ongoing support, and to all of our volunteers for the hard work they do making our programs and services a reality. I look forward to working with all of you more in the coming year, and seeing what great things our team and our community have in store.

Sincerely,

Barry Moore - Chair of the Board of Directors, 2020-2021



Committee and Service Reports:

Volunteer Committee

Due to disruptions caused by COVID-19, our volunteer activities were very minimal this year. There was a lot of turnover in volunteering, likely due to the fact that the library was closed and a lot of our programming went on hiatus. Volunteer engagement and volunteer retention will need to be a focus in the future.

OOTS participated in some volunteer outreach events. We participated in both the Winter 2020 and Fall 2020 Student Volunteer Fairs at the University of Guelph. During the Fall, we also virtually hosted 4 students as part of the University of Guelph's Project Serve Week in developing ideas for an OOTS newsletter. Student Volunteer Connections at the University of Guelph continues to be a valued partner in connecting student volunteers to Out on the Shelf.

There was little new volunteer recruitment, as there were not many virtual volunteer opportunities available during the time of transition and disruption caused by COVID-19. However, we did recruit two new board members: a new Programming Chair and Fundraising Chair.

Looking forward to 2021

As our activities increase in 2021, the Volunteer Committee will be focused on building a volunteer program that covers recruitment, onboarding, orientation and training, and volunteer appreciation.

In response to the key recommendations from the OOTS Evaluation Report, which included a volunteer focus group, our goals are the following:

- Provide role and task clarity and written training materials for volunteers through the creation of volunteer handbooks, policies, and instructions
- Create opportunities for volunteer engagement through project work with board members
- Improve communication through regular newsletters, announcements, and internal messaging via slack

Guelph Pride Committee

In January of 2020 there were 33 applicants to join the Guelph Pride Planning Committee, with Odesia Howlett sitting as chair of Guelph Pride, Barry Moore as co-chair, and Cameron Grant as assistant to the chairs.

Winter Pride took place from January 30th to February 7th 2020 and included 9 pre-festival events, 18 festival events, and 2 post-festival events. During the Winter Pride 2020 festival Guelph Pride continued to place a focus on accessibility, using this list as a tool to guide us in making each event more accessible to more members of our community:

- Wheelchair and scooter accessible venue
- Scent-free policy will be in effect
- Microphones will be provided for performers/speakers
- ASL translation will be provided
- Location is readily accessible by public transit and during active service
- Childcare will be provided for attendees
- Community Event for Queer/Trans People of Colour (“QTPOC”)
- All presenters/performers identify within LGBTQ2S+ communities
- Gender neutral washrooms and/or single stall
- Event is free
- \$__ or Pay-What-You-Can (no one turned away)
- All ages event (for ages 0 - 120! Children, youth, and seniors welcome!)
- Youth event for those (19/21) and under
- Sober/dry event

In March of 2020, the Guelph Pride committee stopped meeting in person due to the COVID-19 pandemic. From this date forward 100% of Guelph Pride events and meetings have taken place virtually.

For Spring Pride Odesia put together Guelph Pride's first ever virtual festival, which happened from Monday, June 1 until Sunday, June 7, 2020. This festival included 17 different events that all took place online in order to encourage people to connect with their community while staying home and slowing the spread of COVID-19.

In August of 2020, the Guelph Pride committee supported Rainbow Diversity Institute in their online auction fundraiser. In November of 2020, the Guelph Pride committee organized an online auction to fundraise for costs associated with making Guelph Pride more accessible.

During 2020 Odesia H., Barry M., and Cameron G. stepped down from their roles and Bella H., Malissa B., and Robin R. are each now sitting as co-chairs

Library Committee

The library has remained closed for the last year, due to Covid. This is disappointing, because the library was an important meeting place for the community. Library members were unable to take out books. Unfortunately, no virtual library events were organized.

A funding grant through the Emergency Community Support Fund via Community Foundations Guelph and United Way Guelph Wellington Dufferin for \$6,000 was obtained for the creation of a book club. The original plan had been to set up an e-Book library and a virtual book club, but we instead opted to build a hard copy collection of book club books. This was due to high on-going costs of e-Book library services (Overdrive), uncertain future funding, and the urge to support local community bookstore. At the time of writing, we were still looking for book club facilitators.

We hope the Covid situation improves soon, and allow for an easing of restrictions. We look forward to re-opening the library. We will need to reach out to past library volunteers to re-engage them, and recruit new members. Projects that were paused due to the pandemic will be restarted, including building relationships with external partners, improving the accessibility of the library space, fixing spine labels on some books, and documenting internal processes for easier onboarding.

Volunteer engagement and retention will be important to the success of the library's reopening. Specific roles for volunteers, regular meetings, clear task definition, and ongoing gathering of feedback from volunteers will hopefully contribute to this.

Fundraising Committee

Due to unforeseen circumstances, Caitlin Harding had to step down as Fundraising Chair in mid-2020. The Fundraising Chair role was vacant for most of the year, until Lauren Barclay was voted into the role in December 2020. This has been a challenging board position to fill, as there is a lack of institutional knowledge and no one to train new board members about fundraising activities, due to the frequent turnovers and gaps in this role. For 2021, Yoonhee Lee will be formally taking on the responsibilities of the Fundraising Chair.

Despite the turnover, the Treasurer stepped up to carry out some of the Fundraising Chair's responsibilities. Out on the Shelf's main source of funding is through government and non-government grants. We also obtain funding through individual and group donations, along with corporate sponsorships.

Committee Highlights from 2020

- Joining Enchanté Network of 2Spirit and LGBTQ+ community organizations in Canada. We applied for their micro-grant but were unsuccessful
- Online donations skyrocketed in June 2020, as donation activities increased across North America in response to the Black Lives Matter uprisings in June 2020. Many individuals and community groups fundraised on our behalf as well.
- The current Out on the Shelf board wants to thank both Caitlin Harding and Graham Lockhart for researching and writing multiple grant applications. Due to Caitlin and Graham's work, we have many new potential grant streams to explore, such as the TD Ready Commitment Grant, Air Miles Youth Empowerment Grant, LGBTQ2 Community Capacity Fund, Tegan and Sara microgrant, Ontario Arts Council Literary Organizations Project Grant, and Global Pride Funding.
- 100 Queers who Care was a fundraising and stewardship program from 2018, which we hoped to revive in 2020. Unfortunately due to the pandemic and lack of capacity, we will be retiring this program. The 100 Queers who Care membership is no longer available.

Grants

Activity	Revenue	Notes
City of Guelph Community Wellbeing Grant	\$6,500	General Operations (\$13,000 in total with two disbursements March 2020, March 2021)
City of Guelph Emergency Fund	\$5,000	Online programming support, technology and accessibility
Emergency Community Support Fund via Community Foundations Guelph and United Way Guelph Wellington Dufferin	\$6,000	Virtual book club and accessibility

GRANTS TOTAL: \$17,500

Individual Giving

Canada Helps - General Fund	\$1,718.26	Excluding company donations; see Sponsors and Corporate Donors
Canada Helps - Guelph Pride	\$1290.08	Excluding company donations; see Sponsors and Corporate Donors
Wild Apricot	\$205	

INDIVIDUAL GIVING TOTAL: \$3,213.34

**Sponsors
&
Corporate
Donations**

Activity	Revenue	Notes
RBC	\$1,000	Blind Date with a Book
General Fund via Canada Helps	\$824.88	
Guelph Pride fund via Canada Helps	\$848.25	
SPONSORS & CORPORATE TOTAL:	\$4,886	

Membership

Regular (New)	\$40
Regular (Renewal)	\$30
Under 18 (New)	\$10
100 Queers who Care	\$100
MEMBERSHIP TOTAL:	\$180
GRAND TOTAL:	\$19,566.87

Looking Ahead to 2021

In 2021, as we clarify the Fundraising Chair role and responsibilities, we will be working towards operationalizing the fundraising committee's work by establishing procedures and workflows. We are also looking to expand on our online fundraising success, and build online fundraising campaigns and programs

As part of establishing a fundraising program, we're looking to focus on donor stewardship and relationship building, which may have diminished due to board turnover

Our fundraising areas will focus on the following three areas:

- General capacity (rent)
- Collections building
- Accessibility

Programming Committee

Throughout the first half of 2020 the Programming Chair remained empty until August, when Melissa Brunner joined the board of directors as Programming Chair. With Covid-19 being a public health issue, our 10c space remained closed to the public. Most of our programming also remained on hiatus due to the pandemic as well as zoom fatigue/burnout. There has also been a reported overall decrease in regular attendance.

As per last year's report, there were initially three programs still having regular Zoom meetings throughout the beginning the Covid-19 pandemic: Gender Intersect, Guy's Social, and Women's Social. However, for this year's report (2020), those three OOTS programs have been reduced to two available programs: Gender Intersect and Guy's Social.

Women's Social hosted their last meeting in August 2020 and is on hiatus until further notice. Gender Intersect has been hosting meetings on a regular basis every third Monday of the month. One of Guy's Social co-facilitator left the program and we have spent time searching for people to fill the empty position.



We were unable to resume regular programming committee meetings throughout 2020 due to accessibility needs. With budgeting and inquiries into local interpreting agencies, we feel confident that moving forward in 2021 we will be able to integrate ASL interpreting access within programming committee meetings regularly as well as Otter.ai live captioning in most if not all meetings and events.

Looking ahead to 2021:

So far this year, the focus was on bringing back some programming (Gaymes, Rainbow Crafters) as well as launching a new program (Book Club) and bringing back some structure to our programming. We've also gained some wonderful new programming volunteers along with our wonderful, existing programming facilitators who have contributed greatly in breathing life back into these programs. I am hopeful for what this year will bring.

Marketing and Communications Committee

During the 2020-2021 fiscal year, the social media for Out on the Shelf on Facebook, Instagram, and Twitter were used by all members of the Board. In sharing responsibilities, the social media was kept semi-active and the community was aware of many programs that Out on the Shelf was offering through the year.

At the beginning of the year, the Hootsuite subscription was cancelled and the platform to post to social media shifted to Facebook, Twitter, and Instagram separately. Future Marketing & Communications Chairs may choose to amalgamate the process at a later date.

A social media calendar was created to help in scheduling posts to advertise for specific programs during specific months. It would be great to keep that calendar updated with dates for all the programs to ensure that there is even amounts of advertising done for each.

At the end of the year, our Facebook has 529 likes, Instagram has 1216 followers, and Twitter has 735 followers. From that information, it would be best to continue using Instagram the most to connect with people visually. Twitter has also been proven to be very active with the Guelph community, so using it to tweet about community members and getting retweets from other Guelph organisations is helpful in spreading the word about important information. Facebook is best in reaching a wide audience, primarily “women” aged 13-24.



Financial Statement

Profit and Loss

Date Range: January 1st, 2020 - December 31st, 2020

Income

Corporate Donations - General	\$4,119.30
Corporate Donations - Pride	\$3,254.63
Grants	\$13,500.00
Individual Donations - General	\$2,402.16
Individual Donations - Pride	\$1,690.73
Program Income - Membership Dues	\$375.00
Total Income	\$25,341.82
Gross Income	\$25,341.82
<i>As a percentage of total income</i>	<i>100%</i>

Operating Expenses

Bank fees	\$25.38
Insurance - Property	\$2,531.52
Library	\$879.00
Marketing	\$72.00
Membership fees	\$113.00
Office expenses	\$100.00
Pride - Performers	\$650.00
Pride - Programming	\$465.00
Pride - Rentals	\$155.04
Printing and Reproduction	\$112.12
Programming	\$414.39
Rent	\$8,114.32
Subscriptions	\$600.03
Total Operating Expenses	\$14,231.80
Net Income	\$11,110.02
<i>As a percentage of total income</i>	<i>43.84%</i>



Treasurer's Comments

In 2020, we ended the year with a \$11,110.02 surplus. This is a significant improvement over 2019, in which we had a \$2,851.18 deficit. It is our first surplus since 2017. However, for obvious reasons 2020 has been an outlier. We were able to take part in numerous government programs and grants that both decreased our expenses (we received subsidised rent for the majority of 2020) and increased our revenue.

So while I am pleased with our surplus, I would not take it as a sign we should significantly increase our expenditures. Specifically, we are still committing the majority of our revenue to fixed operating expenses (rent and insurance) which limit our ability to adapt to changing circumstances and needs and make us especially vulnerable to any changes in revenue.

Board of Directors Membership

Retiring Directors

By definition of the bylaws, the Board of Directors of Out on the Shelf automatically retires preceding each Annual General Meeting. During the next year, existing Board Members may elect additional Board Members, who shall then stand for election at the next AGM.

Directors Who Have Served During the 2020 Fiscal Year

- Barry Moore (Chair)
- Meg Wilson (Vice-Chair)
- Graham Lockhart (Treasurer)
- Yoonhee Lee (Volunteer Chair)
- Robin Ruelens (Guelph Pride Co-Chair)
- Bella Harris (Guelph Pride Co-Chair)
- Em Bryan (Guelph Pride Co-Chair)
- Peter Bishop (Library Chair)
- Melissa Brunner (Programming Chair)
- Odesia Howlett (Marketing and Communications Chair)
- Caitlin Harding (Fundraising Chair)
- Lauren Barclay (Fundraising Chair)

Directors Who Retired During the 2020 Fiscal Year

- Caitlin Harding (Fundraising Chair)

Directors Who Are Now Retiring

- Peter Bishop (Library Chair)
- Odesia Howlett (Marketing and Communications Chair)

Directors Seeking Re-Election

- Barry Moore as the Chair of the Board of Directors
- Meg Wilson as Vice Chair and Secretary of the Board of Directors
- Graham Lockheart as Treasurer
- Yoonhee Lee as Volunteer Chair
- Robin Ruelens as Guelph Pride Co-Chair
- Bella Harris as Guelph Pride Co-Chair
- Em Bryan as Guelph Pride Co-Chair
- Melissa Brunner as Programming Chair
- Lauren Barclay as Library Chair

Nominations from the Floor

Record of 2020 Meetings and Summary of Motions

This section contains summaries of all motions made during monthly meetings of the Board of Directors of Out on the Shelf for the year 2020. It also serves as a record of the dates of each meeting. Approval of each set of minutes is noted beside the relevant date where the motion to approve the minutes was passed.

January 15th, 2020

Ana Moyer moved to adopt the following consent items as presented:

- Board Minutes: December 18th, 2019
- Seconded by Odesia Howlett; Approved

Ana Moyer moved to adjourn the meeting

- Seconded by Yoonhee Lee; Approved

March 1st, 2020

Meg Wilson moved to adopt the following consent items as presented:

- Board Minutes: January 15th, 2020
- Seconded by Barry Moore; Approved

Odesia Howlett moved to adjourn the meeting

- Seconded by Barry Moore; Approved

March 19th, 2020

Yoonhee Lee moved to adopt the following consent items as presented:

- Board Minutes: March 1st, 2020
- Seconded by Odesia Howlett; Approved
- Graham Lockhart moved to adjourn the meeting
- Seconded by Odesia Howlett; Approved

April 29th, 2020

- Graham Lockhart moved to adopt the following consent items as presented:
- Board Minutes: March 19th, 2020
- Seconded by Odesia Howlett; Approved

Caitlin Harding moved to hold a virtual AGM on June 24th, 2020

- Seconded by Barry Moore; Approved

Graham Lockhart moved to find an alternative to Wild Apricot

- Seconded by Yoonhee Lee; Approved

Graham Lockhart moved to have the committee reports written into the minutes

- Seconded by Meg Wilson; Approved

Graham Lockhart moved to adjourn the meeting

- Seconded by Odesia Howlett; Approved

May 19th, 2020

Odesia Howlett moved to adopt the following consent items as presented:

- Board Minutes: April 29th, 2020
- Seconded by Yoonhee Lee; Approved

Graham Lockhart moved to adjourn the meeting

- Seconded by Odesia Howlett; Approved

Annual General Meeting – June 24th, 2020

Dana Morrand moved to approve the 2019 AGM Agenda

- Seconded by Barry Moore; Approved

Dana Morrand moved to approve the minutes of the 2018 Annual General Meeting

- Seconded by Barry Moore; Approved

Odesia Howlett moved to accept the 2018 Annual Report

- Seconded by Michelle Gram; Approved

Odesia Howlett moved to accept the 2018 Financial Report

- Seconded by Graham Lockhart; Approved
- Vote: Supermajority reached; Motion Carried

Graham Lockhart moved to elect the slate of directors as follows:

- Directors seeking re-election:
 - Odesia Howlett nominated Barry Moore to the role of Chair of the Board of Directors
 - Seconded by Michelle Gram; Approved
 - Dana Morrand nominated Meg Wilson to the role of Vice-Chair of the Board of Directors
 - Seconded by Barry Moore
 - Barry Moore nominated Graham Lockhart to the role of Treasurer
 - Seconded by Odesia Howlett; Approved
 - Graham Lockhart nominated Caitlin Harding to the role of Fundraising Chair
 - Seconded by Meg Wilson; Approved
 - Odesia Howlett nominated Odesia Howlett to the role of Marketing Chair
 - Seconded by Barry Moore; Approved
 - Graham Lockhart nominated Yoonhee Lee to the role of Volunteer Chair
 - Seconded by Michelle Gram; Approved
- Seconded by Dana Morrand; Approved
- Nominations from the floor:
 - Odesia Howlett nominated Robin Ruelens to the role of Guelph Pride Co-Chair
 - Seconded by Barry Moore; Approved
 - Graham Lockhart nominated Peter Bishop to the role of Library Chair
 - Seconded by Yoonhee Lee; Approved
- Seconded by Barry Moore
- Vote: Supermajority reached; Motion Carried

Michelle Gram moved to accept the Actions of the Board

- Seconded by Graham Lockhart
- Vote: Supermajority reached; Motion Carried

Dana Morrand moved to approve the Appointment of a third-party reviewer in lieu of a formal audit of the 2019 books to seek a third-party reviewer who is a certified accountant

- Seconded by Odesia Howlett
- Vote: Supermajority reached; Motion Carried

Barry Moore moved to adjourn the 2019 AGM

- Seconded by Michelle Gram; Approved

June 24th, 2020

Graham Lockhart moved to adopt the following consent items as presented:

- Board Minutes: May 19th, 2020
- Seconded by Ana Moyer; Approved

Caitlin Harding moved to vote in Dana Morrand as Library Chair

- Seconded by Graham Lockhart
- Vote: Supermajority reached; Motion Carried

Ana Moyer moved to adjourn the meeting

- Seconded by Dana Morrand; Approved

July 22nd, 2020

Graham Lockhart moved to adopt the following consent items as presented:

- Board Minutes: June 24th, 2020
- Seconded by Caitlin Harding; Approved

Caitlin Harding moved to vote in Bella Harris as Guelph Pride Co-Chair

- Seconded by Graham Lockhart
- Vote: Supermajority reached; Motion Carried

Odesia Howlett moved to adjourn the meeting

- Seconded by Graham Lockhart; Approved

August 26th, 2020

Yoonhee Lee moved to adopt the following consent items as presented:

- Board Minutes: July 22nd, 2020
- Seconded by Graham Lockhart; Approved

Odesia Howlett moved to vote in Melissa Brunner as Programming Chair

- Seconded by Graham Lockhart
- Vote: Supermajority reached; Motion Carried

Odesia Howlett moved to adjourn the meeting

- Seconded by Graham Lockhart; Approved

September 23rd, 2020

Graham Lockhart moved to adopt the following consent items as presented:

- Board Minutes: August 26th, 2020
- Seconded by Odesia Howlett; Approved

Graham Lockhart moved to adjourn the meeting

- Seconded by Bella Harris; Approved

October 21st, 2020

Graham Lockhart moved to adopt the following consent items as presented:

- Board Minutes: September 23rd, 2020
- Seconded by Yoonhee Lee; Approved

Robin Ruelens moved to adjourn the meeting

- Seconded by Yoonhee Lee; Approved

November 25th, 2020

Yoonhee Lee moved to adopt the following consent items as presented:

- Board Minutes: October 21st, 2020
- Seconded by Peter Bishop; Approved

Yoonhee Lee moved to vote in Em Bryan as Guelph Pride Co-Chair

- Seconded by Peter Bishop
- Vote: Supermajority reached; Motion Carried

Graham Lockhart moved to adjourn the meeting

- Seconded by Peter Bishop; Approved

December 16th, 2020

Robin Ruelens moved to adopt the following consent items as presented:

- Board Minutes: November 25th, 2020
- Seconded by Odesia Howlett; Approved

Bella Harris moved to vote in Lauren Barclay as Fundraising Chair

- Seconded by Graham Lockhart
- Vote: Supermajority reached; Motion Carried

Yoonhee Lee moved to adjourn the meeting

- Seconded by Robin Ruelens; Approved

Thank you!

Out on the Shelf is generally described as an organization that provides services to the 2SLGBTQIA+ through providing programming and resources in a safe, welcoming, and inclusive way. Truly, though, OOTS would not exist without the very community it was created to serve. OOTS was created by the queer community, and still strives to prioritize looking for 2SLGBTQIA+ identified volunteers. In this way, OOTS represents the resilience and passion of our community, and our desire to support one another to thrive.

These volunteers initiate ideas, coordinate projects, stand up, speak out, work to fulfill the vision and mission of OOTS, and so much more. We are so fortunate that individuals within our community continue to offer their time and energy to making OOTS' programs and services possible. You are truly the reason OOTS exists, and we want to sincerely thank you so much for that.

Out on the Shelf has also received so much support from a variety of individuals, communities, and organizations within Guelph and the surrounding area. Without such support, OOTS could not fulfill the roles that it does within our community. We offer sincere thanks to all of those who have supported OOTS in the past. We hope that we can be able to continue supporting our community through the generosity, gifts, and investment of those who have supported us in the past and who may do so in the future.

Thank you all so much for joining us tonight and participating in our Annual General Meeting. We hope that we can continue to provide all of our members and volunteers opportunities to learn more about how Out on the Shelf operates and provide their input. We look forward to continuing to work with you all for another year.

Appendix

Objects of the Corporation

To provide support, education and resources for the Lesbian, Gay, Bisexual, Transgender, Transsexual, Two-Spirited, Intersex, Queer and Questioning communities (“LGBTTTTIQQ Communities”) and the public at large by:

- (a) establishing, maintaining and operating a resource centre (the “Resource Centre”) at which the corporation will provide programs, services and events relating to LGBTTTTIQQ-related issues;
- (b) educating members, the LGBTTTTIQQ Communities and the public at large about LGBTTTTIQQ-related issues, including by developing, coordinating and conducting LGBTTTTIQQ-related programs, classes, meetings, training seminars, onsite visits, field trips, workshops, symposiums, events and conferences and facilitating dialogue between members and other interested groups, organizations and individuals concerning LGBTTTTIQQ-related issues;
- (c) producing programs and materials related to the objects of the corporation for presentation, broadcast and distribution on any means of audio, visual, computer, electronic or other forms of communication as may become available from time to time; and
- (d) promoting the advancement of education by providing educational scholarships, bursaries and financial assistance of all kinds to individuals studying LGBTTTTIQQ-related issues.

Mission statement

“Out On The Shelf envisions a community that is strengthened by its diversity. We foster connections and leadership that provides a focus and visibility for the LGBTQ community through partnerships, service and education.”